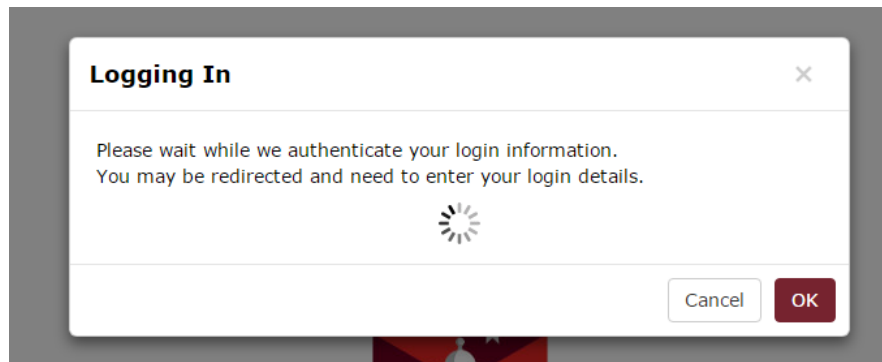



Steps to access the online training portal

Step 1: Go to <https://mq.elmotalent.com.au/>

The following window will pop-up!



Step 2: Click **Cancel** and it will take you to the following window:



MACQUARIE
University

Please enter your username and password to access the Macquarie University Learning System


Log in

☐ Stay signed in [Forgot Password](#)


Step 3: Use your student ID as the Username e.g 12345678


Use generic password: (student ID plus "Mq") 12345678Mq

If everything goes well, you will be taken to the following interface:



MACQUARIE
University



 Profile Learning

Please enter your manager's name below and select it from the list then click Submit to continue.

Submit

Step 4:

Type your supervisor name in the space provided and hit submit.

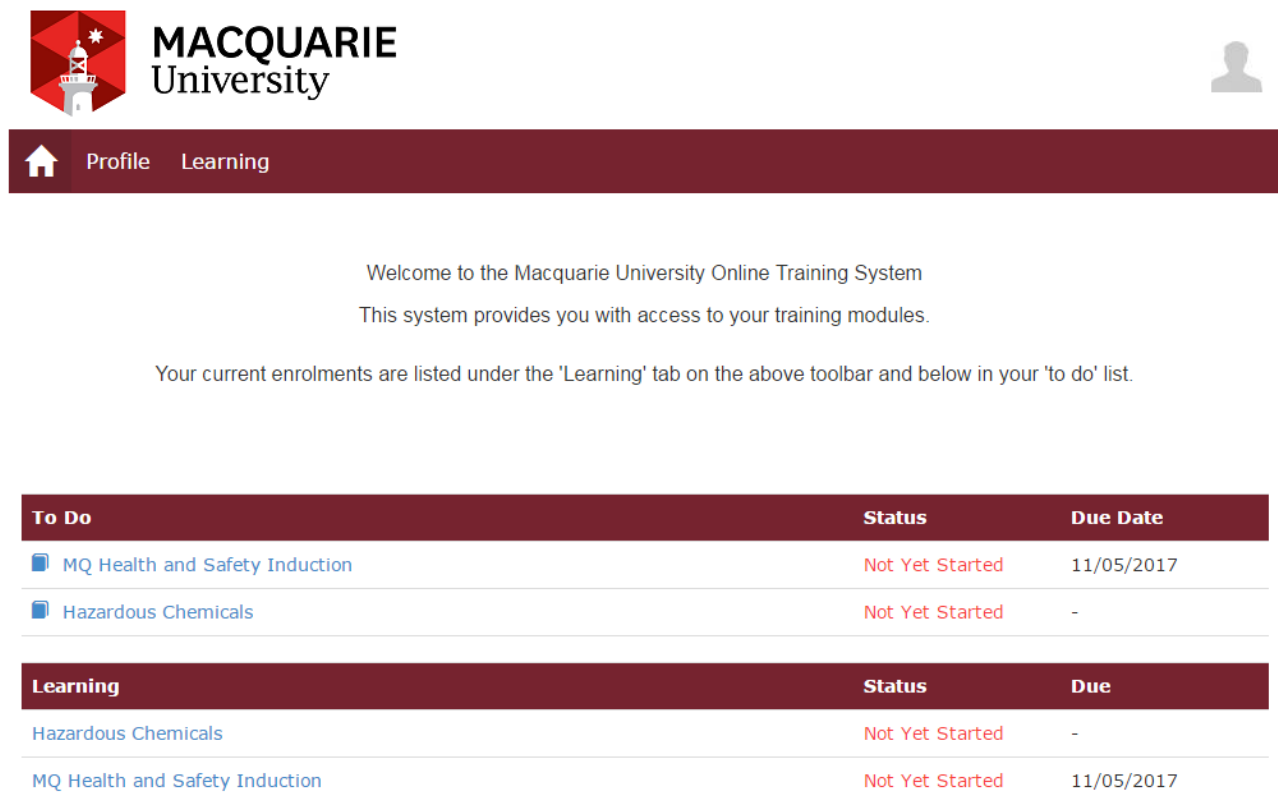
Step 5:

Next, you shall be prompted to change your password and you can change it as per your choice.

Recommend to use your student password as you may need to access the system later.

Step 6:

Once the password is change successfully, you would be taken to the following interface:



The screenshot shows the Macquarie University Online Training System interface. At the top left is the Macquarie University logo. To its right is a user profile icon. Below the logo is a navigation bar with a home icon, 'Profile', and 'Learning' tabs. The main content area displays a welcome message: 'Welcome to the Macquarie University Online Training System. This system provides you with access to your training modules. Your current enrolments are listed under the 'Learning' tab on the above toolbar and below in your 'to do' list.' Below this message are two tables. The first table, titled 'To Do', lists 'MQ Health and Safety Induction' and 'Hazardous Chemicals', both with a status of 'Not Yet Started'. The second table, titled 'Learning', lists 'Hazardous Chemicals' and 'MQ Health and Safety Induction', both with a status of 'Not Yet Started'.

To Do	Status	Due Date
MQ Health and Safety Induction	Not Yet Started	11/05/2017
Hazardous Chemicals	Not Yet Started	-

Learning	Status	Due
Hazardous Chemicals	Not Yet Started	-
MQ Health and Safety Induction	Not Yet Started	11/05/2017

Don't worry about the stated dates and just go ahead with the listed training.

If you can't see the courses on your to-do list. Then click on 'learning' and then 'course catalogue and enrol yourself into the required courses.'

What to do if you can't login?

1. Clear your browser history and try again.
2. Change your browser and try again.
3. If the above 2 don't work and the same window pops out (the same one shown in step 1), then you need to request for a password reset. Please email to Lachlan.mcphail@mq.edu.au. It's better to attach the snapshots of the problems so that the issues can be well addressed.